



Candidate/Committee Checklist

Once you have decided to form a committee or you've met the dollar thresholds requiring you to form a committee, follow the steps below. See the brochure, [When to Form & Register a Committee](#). (Candidates refer to questions 3 & 4.) Also refer to our booklet, [Hot Topics in Campaign Finance](#), as a general guide.

1. Select Committee name. Last name of candidate must be included in committee name.
2. Select a Treasurer. The treasurer must be a resident of the district or county in which the committee sits. Committee may also have a deputy treasurer. Candidate can serve as treasurer.
3. Open a bank account in the committee's name. Committee name and bank account name must match.
4. Complete the Statement of Committee Organization form in the [Committee Register Packet](#) and mail to your local election authority and/or the Missouri Ethics Commission. Find out where to file from page 1 of the Packet. If filing with MEC, also complete the Electronic Filing Agreement found in the Packet.
5. MEC Filers: Read emails sent to you from the MEC; they contain reminders of upcoming reports and other important information.
6. Research and establish a plan for proper record-keeping.
7. View tutorials & brochures, register for training.
8. Review [Reporting Calendars](#). Print a copy of the Deadlines & Reminders for your specific election from MEC website.
9. File required reports by due dates. (Avoid late fees!)
10. After Election:
 - Unsuccessful candidate:
 - ◆ If more money on hand than debt, terminate committee within 30 days
 - ◆ If more debt than money on hand, can amend to a Debt Service Committee
 - Successful candidate:
 - ◆ File 30 Day After Election Report before being sworn-in;
 - ◆ Keep committee open, update to new election date on the [Statement of Committee Organization](#) form to continue receiving contributions; and
 - ◆ Use committee funds for necessary and ordinary expenses in connection with duties of office; or
 - ◆ Terminate the committee